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S-E-C-R-E-T

FORUM PANEL QUESTION

"Creating the concept of a new records system for your components."

We are living in a dynamic, ever changing world and this includes our concepts and procedures for records creation, use, and storage. You are short of space and personnel for both your active and inactive files. We must adjust our thinking. We should examine new procedures and different approaches to our office records. What are we doing and why? What do we need and why? Is there another way to create and maintain our office records? How should we store our information? Is the information available elsewhere? What should we store for future use? What can we do to improve our records systems?

There are many avenues that may be explored in seeking solutions to records problems. This Conference has concentrated on only two -- Automation and microminiaturization in the context of our Records Management Program. In this forum each person is asked to consider these two systems of ADP and microforms in order to create a new concept related to some file or record group with which he is familiar. Discuss this in the forum. Learn what ideas others have for other offices.

When you return to your component tomorrow we hope you will continue to develop this or other concepts for improving your records activities.

Each forum group will select one proposed concept for presentation to the assembly at the closing session of the Conference. The Central Panel will discuss these with the conferees at that time. A copy of all ideas will be turned in for a follow-up meeting of forum Chairmen and Secretaries next week.

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